Management Specifications

Pre-employment Processing Control Subsystem (PEPCOS)

Narrative

Objective

To provide management and operating levels within the Office of Personnel with the capability to monitor and more effectively control pre-employment processing from initial contact to entrance-on-duty -- concomitantly reducing pre-employment processing time. The Pre-employment Processing Control Subsystem will be designed to provide a statistical data base essential for analysis of Agency recruitment planning and control.

Questions such as the following will be answered in the form of direct outputs from PEPCOS or indirectly through interface with related subsystems: Are there significant trends with regard to the processing time associated with certain types (occupational series and/or subcategory) of applicants? Where are the current processing bottlenecks? What is the cost of invitee travel?

The following statements of purpose are representative of specific objectives of the Pre-employment Processing Control Sub-system:

(1) File preparation.
To assure the timely compilation of all requisite applicant materials facilitating a more expeditious decision to put-in-process.

(2) File movement and control.
(a) To afford physical control of applicant files throughout the processing cycle with provisions for exception reporting.

(b) To eliminate security and medical qualifying memoranda through data gathering, retrieval and communications techniques.

(c) To systematize the purging of applicant and quasi applicant files in order to expedite file retirement and reduce the time lost in handling and re-handling the same case.

(3) Control the scheduling of applicants and invitee travel. To facilitate computer scheduling and monitoring of applicant appointments (medical/security/placement) during the invitee travel phase of the processing cycle.

(4) Control the costs of invitee travel.
To accumulate and monitor the costs of invitee
travel in terms of individual applicant cost,
average cost, geographic areas. This function
will be executed via a programmed interface with
the Office of Finance Authorities System.

(5) Feedback and applicant information to involved
personnel.
(a) To assure the recruiter information pertain-
ing to his particular applicants.

(b) To inform requesting offices of the progress
of particular applicants.

PEPCOS Input

The initial input source for the Pre-employment Processing
and Control Subsystem will be the initial applicant contact docu-
ment (i.e., Report of Interview, letter requesting employment in-
formation, etc.) An Input Control (IC) Section of the Placement
Division, staffed by a small compliment of clerical employees will
centralize this input phase while screening for crank letters and
maintaining a Watch List check. Subsequent applicant documentation
including selected data from the PHS, testing data and examination
results will become additional input in the machine monitored construc-
tion of an applicant file.

PEPCOS Processing

Daily input to the Pre-employment Processing and Control Sub-
system will be coded and processed daily. File construction will
be complete when all required documentation is coded and a permanent
part of the applicant's record. At this time, a Biographic Flier
will be automatically printed and sent to the Placement Division.

Control of the completed file will be machine based. File
destination, date sent and tickle date will be kept within the
Office of Personnel. No action on the file by tickle date will
initiate an automatic query from Placement Division to the Office
responsible for the file.

Scheduling of invitee travel will commence following a show
of interest by an office and favorable Security and Medical results
being forwarded to Placement Division. Provided with printouts from
the Office of Medical Services and the Office of Security showing
appointment time vacancies, Placement will arrange invitee travel
dates with the applicant. This information will become a further
input to the subsystem and on the last working day of a week the
Office of Medical Services, Security and Personnel will receive a

printout delineating the forthcoming week's schedule of appointments.

Results of invitee travel examinations and interviews will be coded and printed out daily to the Placement Division showing approvals, disapprovals, delays, no interest, etc.

Declaration of "no interest" by Placement, rejections and declinations will be reflected on a daily purge list. At convenient intervals, files will be sent to RID [   ]

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The results of a week's processing will be matched against the appropriate recruitment requirements (in the RECRUIT subsystem) immediately prior to processing the weekly Recruitment Progress Report. Other processing of PEPCOS statistics in conjunction with statistics obtained through system interface will yield data which will enable the Office of Personnel to produce status reports on individual cases, groups of cases (i.e., by age group, geographical location, etc.) and other special searches.

Advantages

PEPCOS, as a component of the overall REAPS System, will offer the following advantages:

(1) Provide the Director of Personnel with more accurate and efficient means to control the disposition of applicant cases, thus streamlining the processing cycle. This expanded, centralized control should result in the reduction of applicant processing time and the retention of quality applicants.

(2) Provide the Office of Personnel with the requisite statistical data base intrinsic to a sophisticated analysis of the Agency's recruitment and placement program: hard data regarding applicants-in-process to EOD and office referrals to AIP ratios; reasons for cancellation or declination; average processing time; etc. The increase in analytical reporting should contribute to a better understanding of the effectiveness of the Agency's efforts to employ quality applicants.

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PEPCOS DATA DOCUMENTATION

WARO

POUCH
MAIL

OP
MAIL
ROOM

D/PERS
MAIL
ROOM

INITIAL CONTACT
DOCUMENT (INTER-
VIEW REPORT,
LETTER, ETC.)

OP
INPUT
CONTROL

QUERY AND
SPECIAL SEARCH
REQUEST

INPUT

PERSONAL DATA
  SSN
  NAME
  DOB
EDUCATION
  SCHOOL
  DEGREE
  MAJOR/MINOR
MILITARY
WORK EXPERIENCE &
  PREFERENCE
ASKING SALARY
QUALIFICATIONS
  EXPERIENCE
  AWARDS
SOURCE CODE
OFFICE REFERRALS
DATE OF EOD OR
  CANCELLATION,
  DECLINATION
CLEARANCE DATES
  MEDICAL (INVITEE) (EOD)
  SECURITY (INVITEE) (EOD)

PEPCOS

OMS

SEC

RECRUIT

1. MONITOR AND CONTROL
   (A) FILE CONSTRUCTION
   (B) FILE MOVEMENT
   (C) SCHEDULING
   (D) FILE DISPOSITION

2. COLLECT AND COLLATE APPLICANT-
   IN-PROCESS DATA
   (A) FOR ANALYTICAL PURPOSES
   (B) FOR OUTPUT TO RECRUIT
       SUBSYSTEM

SOURCE
MASTER
FILE

INVALID
INPUT
NOTICE

OP/IC

BIOGRAPHIC
FLIER

DELINQUENCY
NOTICES

SCHEDULING
VACANCIES

SCHEDULING
LISTS

PURGE NOTICES

INDIVIDUAL CASE
STATUS

SPECIAL
SEARCHES